

MEMORANDUM FOR: Advisor for Management

27 June 1951

SUBJECT : Proposed Transfer of Shipping Function

1. I have read with interest [redacted] analysis of Procurement and Shipping Procedures together with [redacted] reply of 18 June 1951.

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2. If I understand correctly, the transfer of the Shipping Branch to Procurement could not be carried so far as to merge Shipping and Control Groups. We would, therefore, still have two groups and would still require the same number of memoranda to pass from one group to the other. (Incidentally, these memoranda originate with an entirely separate group mainly from warehouse activities not located in Quarters "I".)

3. It would appear, as far as cargo shipments are concerned, that a certain amount of time would be saved if the two groups were together. On the other hand, shipments in connection with movement of our personnel are so closely tied into travel, that the transfer of Shipping to Procurement, while helping one problem, would create another about as great.

4. It seems to me from the reading of [redacted] able memorandum, that what we really need to do is make a thorough study of methods and procedures from the initiating of transactions by the Operating Division to the final dispatching from port. I realize that this cannot be done in a day or two, and might require as much as a month to study. I do, however, believe it would be a worthwhile undertaking. Meanwhile, inasmuch as the Shipping function seems to be going satisfactorily (although I am sure it could be done more efficiently), I would recommend for the present time no changes be made until sufficient study has been given the matter--with the exception of the change in procedure which is now in process relating to the assignment of cargo numbers.

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Distribution:

1-Cf, Administrative Svs.

P. S. I would suggest a team of one man from Procurement, one from Administrative Services, and one from Management, the last to act as moderator.

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